

**IMPORTANT: YOU MUST ANSWER THIS LETTER**

Letter to Households  
Notification of Selection for Verification of Eligibility

[Date]

Dear [Name],

Schools are required to verify (check) a sample of the free and reduced-price meal applications. Your household was randomly selected as part of a review to determine if your children are eligible to receive free or reduced-price meals.

You must send either:

1. Papers that show that you still get Food Stamps, Temporary Assistance for Needy Families (TANF), or Food Distribution Program on Indian Reservations (FDPIR) benefits for your children, or
2. Papers that show your household's income. **If your household's income has changed between now and when you submitted your original application, you may submit documentation for any point in time between the month prior to your original application and now.** The intent of this process is to verify your household's income at the time you submitted your original application.
3. Please include the name and social security number of each adult household member on the enclosed ***Request for Social Security Numbers for Verification of Eligibility*** form.

The papers that you may send to verify your household's income or Food Stamp, TANF, or FDPIR benefits are listed on the other side of this letter. If possible, please do not send original papers. If you send original papers, they will be sent back to you only if you ask.

Our office must receive the information by **[Date Due]** or your current meal benefits will be stopped.

If you have any questions or if you need help, please call [Name] [toll free or collect] at **[Telephone]**.

Thank you for your cooperation in this verification process.

Sincerely, [Name]

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## **Verification Information for Free and Reduced-Price Meals**

### **Food Stamp, TANF, and FDPIR Households**

If you get Food Stamps, TANF or FDPIR for your children, please send a copy of one of these:

- Food Stamp, TANF or FDPIR certification notice showing eligibility dates;
- Letter from the TANF office stating that you now receive benefits; or
- ATP (Authorization to Participate) Card.

If you no longer get Food Stamps, TANF, or FDPIR for your children, but did at the time that you originally submitted your application, please contact the school.

### **Other Households**

Write the name and social security number for each adult household member on the enclosed ***Request for Social Security Numbers for Verification of Eligibility*** form. Send copies of papers that show the income your household received at the time you submitted the original application. The papers must show the amount of income received; the name of the person who received the income; the date the income was received; and how often the income is received.

*Examples of papers that will verify your household income:*

#### **Earnings/Wages/Salary for Each Job**

- Paycheck stub that shows how often it is received; or
- Letter from employer stating gross wages paid and how often wages are paid

#### **Self-Employed (Including Farmers)**

- Most recent copy of federal tax form 1040; or
- Business papers or ledgers

#### **Social Security/Pensions/Retirement**

- Social security retirement benefit letter;
- Statement of benefits received; or
- Pension award notice

#### **Unemployment Compensation Disability or Workers' Compensation**

- Notice of eligibility from State Employment Security Office;
- Check stub; or
- Letter from Workers' Compensation

#### **Child Support/Alimony**

- Court decree, agreement, or copies of checks received

#### **All Other Income**

- If you have other forms of income, provide copies of papers that show the amount of income received, how often it is received, and the date received

## Request for Social Security Numbers for Verification of Eligibility

Names of Adult Household Members

Social Security Numbers

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### Privacy Act Statement

Unless you list the children's food stamp, FDPIR, or TANF case number, Section 9 of the National School Lunch Act requires that you include the social security number of the household member signing the form or indicate that the household member signing the form does not have a social security number. You do not have to list a social security number, but if a social security number is not listed or an indication is not made that the adult household member signing the form does not have a social security number, we cannot approve the form. The social security number may be used to identify the household member in verifying the correctness of information stated on the form. This may include program reviews, audits, and investigations and may include contacting employers to determine income, contacting a food stamp, FDPIR, or TANF office to determine current certification for food stamps, FDPIR, or TANF benefits, contacting the State employment security office to determine the amount of benefits received and checking the documentation produced by the household member to prove the amount of income received. These efforts may result in a loss or reduction of benefits, administrative claims, or legal actions if incorrect information is reported. The social security number may also be disclosed to programs as authorized under the National School Lunch Act and the Child Nutrition Act, the Comptroller General of the United States, and law enforcement officials for the purpose of investigating violations of certain Federal, State and local education, health and nutrition programs.

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